

VOLUME 13 FLIGHT STANDARDS DESIGNEES**CHAPTER 5 GENERAL AVIATION DESIGNEE MANAGEMENT****Section 1 Appoint/Renew a General Aviation Designee****13-401 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODES.**

A. Operations: 1550, 1551, 1552.

B. Maintenance: 3516, 3518, 3522, 3524.

C. Avionics: 5516, 5518, 5522, 5524.

13-402 OBJECTIVE. This section provides specific inspector guidance on the designation and renewal of Flight Standards Service (AFS) General Aviation (GA) airman designees and Designated Airworthiness Representatives-Maintenance (DAR-T), referred to collectively in this section as designees.

A. GA Airman Designee Guidance. The current edition of Federal Aviation Administration (FAA) Order 8900.2, General Aviation Airman Designee Handbook, in conjunction with Volume 13, Chapters 5 through 8, provides general inspector guidance for AFS GA airman designees.

B. DAR-T Guidance. The current edition of FAA Order 8100.8, Designee Management Handbook, in conjunction with Volume 13, Chapters 5 and 9, provides general inspector guidance for DAR-Ts.

13-403 GENERAL.

A. Purpose. This section provides procedures for the designation and renewal of AFS GA designees. Designees leverage the FAA's workforce and provide certification services to the public. Designation is a privilege, not a right, and the Administrator appoints designees to meet FAA needs. Before the Administrator can appoint a designee, the FAA must determine a need for specific activities that it will delegate to the designee and, subsequently, the ability to manage a designee performing those activities. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The managing FAA office must validate the need and ability to manage an additional designee.

1) Considerations for Determining Specific Need.

a) Whether the FAA can support the certification work and need with existing designees.

b) Whether the activity in the FAA office has increased or is likely to increase, and whether existing designees cannot support that activity.

c) Whether the managing FAA office has lost an employee or designee resource.

d) Whether it is the needs of the public within the managing FAA office's geographic area of responsibility, and not the impact on other existing designees or the requests of other air operators or agencies, that drives the need for a new designee.

2) Considerations for Determining Ability to Manage.

a) Whether the managing FAA office staff has the technical skills and knowledge to oversee the designee.

b) Whether the existing and/or projected office workload allows the office to effectively manage the designee.

c) Whether adequate funds (e.g., travel allocation) exist to oversee the additional or existing designee anywhere that the designee is authorized to perform designated activities.

B. Types of Airman Designees.

1) **Technical Personnel Examiners (TPE).** For the purposes of this chapter, TPE refers only to Designated Mechanic Examiners (DME) and Designated Parachute Rigger Examiners (DPRE).

2) Designated Pilot Examiners (DPE).

a) For the purposes of this chapter, DPE refers only to:

- Private Pilot Examiners (PE),
- Commercial and Instrument Rating Examiners (CIRE),
- Commercial Pilot Examiners (CE),
- Airline Transport Pilot Examiners (ATPE),
- Flight Instructor Examiners (FIE),
- National Designated Pilot Examiner and Flight Engineer Examiners (NDPE/FEE),
- Sport Pilot Examiners (SPE),
- Sport Pilot Flight Instructor Examiners (SFIE), and
- Pilot Proficiency Examiners (PPE).

b) DPE also includes pilot examiners with administrative privileges only, including:

- Flight Instructor Renewal Examiners (FIRE),
- Airman Certification Representatives (ACR),
- Military Competency Examiners (MCE),
- Foreign Pilot Examiners (FPE), and
- Ground Instructor Examiners (GIE).

- 3) **DAR-T.** DAR-Ts are individuals.

C. Eligibility Requirements. Order 8100.8 sets forth DAR-T eligibility requirements. Order 8900.2 sets forth AFS GA airman designee eligibility requirements generally in Chapter 2, Selection and Appointment, and specifically for each designee type in its respective component program chapter:

- TPE: Chapter 6, Technical Personnel Examiner Program.
- DPE: Chapter 7, Designated Pilot Examiner Program.

D. Pilot Examiner Exceptions. If a pilot examiner applicant does not meet all of the appropriate eligibility requirements according to Order 8900.2, the following procedures must apply:

- 1) A pilot examiner applicant must obtain a written recommendation from the managers of the managing FAA office and regional Flight Standards division (RFSD).
- 2) The managers from the managing FAA office and RFSD must send a written recommendation to the National Examiner Board (NEB) for a waiver from the specified eligibility requirements. The recommendation must include a statement of all special circumstances affecting the designation and the reasons why the manager has determined that the NEB should waive these eligibility requirements for this pilot examiner applicant. The NEB must receive the written recommendation before it will evaluate and rank the pilot examiner applicant application for appointment to the NEB's registry. The NEB must receive the written recommendation directly from the managing FAA office and RFSD, not from the pilot examiner applicant.
- 3) Before the managing FAA office makes any commitment or issues an authorization to the pilot examiner applicant, the managing FAA office and RFSD must complete the written recommendation and the NEB must evaluate and approve the pilot examiner applicants application and rank that pilot examiner applicant on the NEB registry. In addition, the managing FAA office must receive the pilot examiner applicant application file from the NEB before it can make a commitment to issue an authorization to the pilot examiner applicant.

E. Designee Standards.

- 1) An AFS GA airman designee must conduct all tests according to the applicable guidance in the respective Order 8900.2 component program chapter:

- TPE: Chapter 6.
- DPE: Chapter 7.

- 2) A DPE must conduct all certification activities according to the applicable sections of FAA Order 8900.1, Volume 5, Chapter 2.

- 3) A DAR-T must conduct all certification activities according to the applicable FAA orders.

F. Privileges and Limitations. Order 8100.8 sets forth DAR-T privileges and limitations. Order 8900.2 sets forth AFS GA airman designee privileges and limitations generally in Chapter 5, Privileges, Limitations, and Responsibilities, and specifically for each designee type in its respective component program chapter:

- TPE: Chapter 6.
- DPE: Chapter 7.

G. Designee Surveillance. Volume 13, Chapter 5, Section 2 and the chapters specific to each designee type address AFS GA designee surveillance and oversight.

H. Termination and Appeal. Volume 13, Chapter 5, Section 3 addresses termination and appeal procedures for all GA designee types.

13-404 PROGRAM ADMINISTRATION AND RESPONSIBILITIES. The National Program Office (NPO) for each designee type is responsible for the development of national policy regarding the particular designee type. The current version of FAA Order FS 1100.1 contains the NPO for each designee type.

A. Region. The regional AFS division manager is responsible for the designee program within that region. The region ensures that field offices conform to national policy with respect to designee appointment, geographic coverage, and other matters. The region reviews field office surveillance policies and activities and evaluates field office administration of the designee program. Regional focal points are available to assist field offices with designee oversight and surveillance questions. (See Volume 13, Chapter 5, Section 4.)

B. Field Office. The field office level handles the designee's oversight and surveillance. Field office focal points are available to assist inspectors with designee oversight and surveillance. (See Volume 13, Chapter 5, Section 4.)

C. Program Management. Regional offices should establish procedures to ensure that field offices conform to national policy with respect to designation, geographic coverage, and other matters. Regional offices also review field office surveillance policies and activities and evaluate field office administration of the designee program.

D. Program Evaluation. During scheduled office evaluations, regional office personnel must review field office administration of the designee program, and perform special reviews as the need arises. Program evaluation is especially valuable in improving field office standardization and in maintaining effective oversight of the designee program. Designee programs are also evaluated nationally through the Quality Management System (QMS).

13-405 SELECTION AND APPOINTMENT. Designee applicants must be highly experienced and appropriately qualified and must meet all applicable eligibility requirements.

A. NEB. The NEB improves designee selection and standardization, develops initiatives for the designee program, and represents AFS on designee issues. The NEB is a permanent board composed of representatives from AFS divisions having designee oversight responsibility. The

NEB meets quarterly and schedules additional meetings as required. The NEB oversees and administers the following functions:

1) **The National Designee Candidate Pool.** The NEB is responsible for maintaining a national designee candidate pool, which contains the application files of all designee applicants who meet applicable requirements for the designation sought. The NEB categorizes applicants whom it approves for assignment to the national designee candidate pool according to the geographical area(s) which the applicant can serve and by the type(s) of designation sought.

2) **Designee Applications.** The NEB accepts and evaluates applications from designee applicants whose designations are under the guidance in Order 8900.2 and Order 8100.8. The NEB will use the general qualification requirements, technical requirements, and experience criteria detailed in Order 8900.2 or Order 8100.8 for each type of designation, as applicable, to determine whether applicants meet general FAA requirements for the initial designation sought.

B. Designee Applications. Except as indicated in subparagraphs 13-405B1)—3), applicants for initial designation should send a completed application form to the NEB. (Refer to Order 8900.2, Chapter 2, paragraph 1, for AFS GA airman designees or to Order 8100.8 for DAR-Ts.)

1) Applicants for designation as a DPE with the following privileges only: an ACR FIRE, FPE, GIE, MCE, or PPE send their completed application forms directly to the designating field office for processing. (DPEs Applicant holding ACR FIRE, FPE, GIE, MCE, or PPE designations and applying for designation with flight privileges must submit applications to the NEB.)

2) Applicants for designation as a National Designated Pilot Examiner/Flight Engineer Examiner (NDPE/FEE) should submit applications directly to the Experimental Aircraft Association (EAA) for consideration. The EAA will recommend qualified applicants to the NPO for selection and appointment.

3) Applicants for renewal or reinstatement at the same field office as their previous assignment should send applications directly to that field office.

4) The NEB treats former designees who relocate to another field office and request reinstatement as initial applicants, who must apply for initial evaluation and recommendation.

C. Initial Screening. The NEB will notify the applicant of the results of the initial screening in writing.

D. Practical Test. Each DPE applicant (other than those pilot examiner applicants with administrative privileges only) selected for designation by a field office must pass a practical test by an FAA inspector before the FAA issues an initial designation. The practical test assists the FAA in determining if the applicant is competent to apply current practical test requirements, procedures, and performance standards in the aircraft for which he or she seeks authorization. The field office schedules the practical test upon selecting an applicant for DPE designation. Record the results of the practical test on FAA Form 8710-1, Airman Certificate and/or Rating

Application, or FAA Form 8710-11, Airman Certificate and/or Rating Application–Sport Pilot, as applicable.

E. Selection. Selection is the process of determining eligibility. This involves the evaluation of an applicant’s technical skills and competence in applying those skills in their area of expertise, as well as their understanding of FAA policy and guidance.

F. Appointment. Each designee appointment must follow the specific procedures in Orders 8100.8, 8900.1, or 8900.2, as applicable.

13-406 RENEWAL CRITERIA. The designee must satisfy the requirements and follow the procedures for renewal set forth in Order 8900.2, Chapter 3, Oversight, Training, and Renewal, or, in the case of DAR-Ts, Order 8100.8.

A. Certification Activity. During the renewal process, the managing FAA office reviews the amount of certification activity to determine the continuing need for the designee to perform work within the field office’s geographic district.

1) **DPE.**

a) In the case of a DPE applying for renewal, any one of the following levels of activity is acceptable:

1. The designee has conducted during the previous 12 calendar-months:

- Ten certification or rating tests in airplanes;
- Five certification or rating tests in helicopters, powered-lifts, gyroplanes, gliders, balloons, airships, powered parachutes, and weight shift control;
- Five instrument rating practical tests; or
- Five airline transport pilot (ATP) practical tests.

2. For renewal of certification testing authorizations shown on the designee’s Certificate of Authority (COA) letter in aircraft that require the PIC to hold a pilot type rating, the designee should have conducted at least five airman certification or rating tests in the aircraft shown during the previous year.

NOTE: In extenuating circumstances, an FAA field office manager may authorize exceptions to these requirements by first soliciting concurrence of the RFSD. In such cases, the managing office will document the exceptions in the designee’s file. However, failing to meet minimum testing criteria may be cause for termination based on a lack of need.

b) To assess a designee’s continued knowledge and skill, an inspector will evaluate the designee’s ability according to the procedures in Volume 13, Chapter 6, Section 1, Inspect a Designated Pilot Examiner. The same process and procedure apply as a basis for renewal of authorizations.

2) **DME.** In the case of a DME applying for renewal, the DME must have successfully completed at least two complete Airframe and Powerplant (A&P) exams in the previous year to be eligible for renewal.

B. Reissuance of COA Letter. The COA letter is valid until the expiration date shown on the letter. The FAA reissues the COA letter with each designation renewal.

NOTE: We no longer issue FAA Form 8430-9, Certificate of Authority, and a letter of authority (LOA) for GA designees, but they may remain in effect for active designees until expiration, unless surrendered or terminated sooner.

C. DAR-T. The appointing FAA office may issue DAR-T appointments for 1 to 3 years, at its discretion. However, the FAA office should use a risk-based analysis in issuing any certificates of designation with an appointment or renewal period of more than 1 year.

1) The FAA may renew a DAR-T appointment based solely on a projected or anticipated need. However, failure to attend or successfully complete the required standardization seminar, including passing the post-course written examination, will result in suspension or termination based on non-attendance of a seminar.

2) When determining whether to renew or not to renew a Designated Airworthiness Representative (DAR) certificate, the aviation safety inspector (ASI) must verify and review Designee Information Network (DIN) records for the DAR-T to ensure that he or she attended a recurrent standardization seminar within the last 3 years and/or has a copy of the recurrent seminar certificate of attendance on file. The ASI must also review the DAR's summary activity reports, if applicable, to verify that the DAR-T has performed at least one or more per year of the following activities consistent with the designee's authorized functions:

- a) Issuance of recurrent standard airworthiness certificate.
- b) Issuance of recurrent/original special airworthiness certificate.
- c) Issuance of special flight permits.
- d) Issuance of export airworthiness approvals.
- e) Issuance of domestic airworthiness approval for engines.
- f) Issuance of domestic airworthiness approval for propellers.
- g) Issuance of domestic airworthiness approval for parts or appliances.
- h) Issuance of notification of completion after conducting records reviews and aircraft inspections required by the Aging Aircraft Safety Act of 1991.
- i) Issuance of field approval of major alteration or repair data.

NOTE: DAR-Ts aren't required to have performed at least one of every function authorized as long as the managing office can establish that the DAR-T continues to meet the requirements to hold that authorized function and the office establishes a need for the DAR-T to continue to be available to perform that function.

j) The appointing/managing office manager will provide renewal concurrence, indicating that the need for an appointment still exists. Update the DAR's status in the DIN to indicate renewal or termination. When the FAA does not renew a designation, but must terminate it, the managing office will provide written notification to the designee of the reasons for termination, in accordance with Volume 13, Chapter 5, Section 3.

13-407 REINSTATEMENT. A former designee whose privileges were terminated may apply for reinstatement only at the field office where that designee was last assigned, provided poor performance, judgment, or integrity were not the basis for the termination. The FAA office where the former designee was last assigned may reinstate the designation only if that designee meets the requirements and procedures for an original issuance of the designation. (See paragraph 13-414 for initial designation procedures.)

A. Standardization Training. If the designation has been terminated for more than 36 calendar-months, the designee must satisfactorily complete an initial standardization training seminar before reinstatement. If the designation has been terminated for less than 36 calendar-months, the applicant may be appointed if he or she meets that recurrent training requirement for the designee type.

B. Observing a Test. If the designation has been expired for more than 12 calendar-months, the field office may observe a test conducted by the former DPE prior to reinstatement. An ASI will evaluate the former DPE's performance to determine if the he or she is competent at applying current practical test requirements, procedures, and performance standards. For further information on observing a test, refer to 13-414D of this chapter.

C. Reissuance of a COA Letter. To qualify for the reissuance of a COA letter, a reinstated designee must demonstrate competency appropriate to the authorization sought.

D. Designation Number. Use the original designation number for reinstatement, unless a change in the managing FAA office is involved or the region directs a general renumbering. If a change in number occurs, update this information in the enhanced Vital Information Database (eVID).

13-408 RELOCATION. Designees may relocate to a different geographical area, if the receiving FAA office agrees to the transfer, without applying to the NEB. The designee must submit a new application to the receiving FAA office.

13-409 GEOGRAPHIC LIMITS OF AUTHORITY. Field offices should ensure that adequate FAA personnel and/or designees are available to address the certification activity within their geographic area. However, unanticipated or rarely occurring certification activity may necessitate that the field office use designees from other geographic areas to perform this work. The FAA intends for GA designees (DPEs, DMEs, DPRES and DART-Ts) to perform

their authorized activities within the geographic boundaries of their managing FAA office. A managing office may authorize a designee to perform authorized activities outside the geographic boundaries of his or her managing office but within their geographic region on a case-by-case basis. Prior to the authorization, the managing office must consult with the geographically responsible office to determine whether the FAA can maintain the ability to adequately monitor and supervise the designee. Designees will obtain written authorization from their managing office before performing any authorized activities outside their geographic boundaries. In these cases, the FAA office with geographic responsibility for the location where the designee will accomplish the work must delegate the work.

NOTE: The designee's managing office and the geographically responsible office should coordinate any needed FAA involvement for oversight of the activity. In all cases, the authorization should not exceed 30 calendar-days unless both offices provide and agree to additional written justification.

A. Geographic Expansion Authorization within the United States.

1) Authorization Request. A designee requesting authority to perform work outside of the geographic boundaries of his or her managing office, but within their geographic region, must submit a written request to the principal inspector (PI) at least 7 days before the scheduled activity. This request must include enough information for the FAA to be able to perform adequate oversight.

2) Authorization Issuance. Before approving the request, the managing office must obtain written authorization from the FAA office having geographic responsibility over the activity location. The geographically responsible office should deny the request when a local inspector or designee can accomplish the work. If the geographically responsible office approves the request, the designee's managing office will provide a written authorization to the designee to conduct the expanded geographic activity. A copy must be provided to the geographically responsible office. The authorization will contain the specific location, activities authorized, specific certifications that the designee will perform (name or N-number), and duration (not to exceed 30 days) of the geographic expansion. The designee's managing office must provide authorization before the designee performs any activity. The managing office must instruct the designee to maintain a copy of authorization on site while performing the authorized activities. The managing office must place documented (written or electronic) permissions from the FAA office with geographic responsibility in the designee's file with the completed authorization.

NOTE: The designee will submit completed certification files and other documentation required for certification to the designee's managing office. The geographically responsible office may, however, request to review any certification work performed by a designee in their district by contacting the managing office.

B. Geographic Expansion Authorization outside the United States.

1) Authorization Request. A designee not assigned to the responsible IFO/International Field Unit (IFU), but within their region's area of responsibility, who requests

authority to perform work outside of the United States must submit a written request to their PI at least 15 days before the scheduled activity. This request must include enough information for the FAA to adequately determine the need and ability to manage the activity outside the United States.

2) Authorization Issuance. Before approving the request, the managing office must obtain written authorization from the FAA office having geographic responsibility over the activity location. The geographically responsible office should deny the request when a local inspector or designee can accomplish the work. If the geographically responsible office approves the request, the designee's managing office will provide a written authorization to the designee to conduct the expanded geographic activity. A copy must be provided to the geographically responsible FAA office. The authorization will contain the specific location, activities authorized, specific certifications that the designee will perform (name or N-number), and duration (not to exceed 30 days) of the geographic expansion. The responsible IFO/IFU must complete a determination of need for the work, and the ability to manage before authorizing the designee (not assigned to that office) to perform certification work within their area of responsibility. This determination must ensure that:

a) The FAA's ability to provide oversight does not exceed available resources, and oversight is possible.

b) For airman certifications, either the applicant is a U.S. citizen or the activity is in support of a government-to-government initiative (e.g., support of Safe Skies for Africa).

c) For aircraft certifications, the work satisfies a legitimate need and does not create an undue burden on the FAA. If there is no need to complete this type of certification, other than to circumvent a local Civil Aviation Authority (CAA), we should not support this activity. For additional guidance, also see FAA Order 8130.2, Chapter 5.

d) Neither ASIs nor designees currently assigned to the IFO/IFU can accomplish the activity.

e) The designee has adequately identified the specific reasons for the performance of this activity outside the United States. Applicant convenience is not an adequate reason.

f) If the request is acceptable to the IFO/IFU, then the designee's managing office must provide authorization before the designee performs any activity. The managing office must instruct the designee to maintain a copy of authorization onsite while performing any authorized activity. The managing office must place documented (written or electronic) permissions from the FAA office with geographic responsibility in the designee's file with the completed authorization.

NOTE: The designee will submit completed certification files and other documentation required for certification to the designee's managing office. The geographically responsible office may, however, request to review any

certification work performed by a designee in their district by contacting the managing office.

3) Civil Aviation Authority (CAA) Notification. When authorizing a designee to perform any activity outside the United States, the managing office must determine if the FCAA requires notification. The managing office must provide the responsible FCAA written notification before the designee's arrival only if the bilateral agreement with that country requires it. Refer to the listing of current bilateral agreements at http://www.faa.gov/aircraft/air_cert/international/bilateral_agreements/baa_basa_listing/. The Aircraft Certification Service, International Policy Office (AIR-40), maintains a bilateral partners contact list at https://intranet.faa.gov/FAAEmployees/org/linebusiness/avs/offices/air/div_dir/air40/media/Caalist.pdf. The notification, if required, will outline the proposed visit (e.g., anticipated activities and length of stay) and request the CAA's concurrence.

13-410 EXPANDED AUTHORITY (DAR-T). For DAR-Ts, the definition of expanded authority is adding authorized function(s)—not making changes to limitations to authorized functions.

A. Application. DAR-Ts requesting expanded authority, and who have previously gone through the NEB process, need only to submit the technical portion of the application package (Form 8110-28 with relevant experience for the added function(s) requested, along with a recommendation letter from their managing FAA office). DAR-Ts who have never been through the NEB process must submit a complete application package, as required in Order 8100.8 (current edition). The managing FAA office may require additional portions in the application package.

B. Authorization. The managing FAA office and the NEB will review these applications. Document the results in the DAR-T's COA letter, update the DIN, and accomplish the administrative requirements in accordance with this section and Order 8100.8. Only the NEB may authorize added functions, and only the managing FAA office may specify any limitations(s) on the authorized functions.

13-411 EXPANDED AUTHORITY (DME). For DMEs, the definition of expanded authority is conducting applicant testing away from their principal location (e.g., at a temporary test location). A DME must not conduct a test at a location not listed as a base of operation on the current COA letter (which replaces Form 8430-9) held by the designee unless authorized to do so by the managing FAA office. The authorization will be in writing, will be placed in the DME's office file, and will list the temporary location, along with the timeframe for conducting the test at the additional location. (Refer to Order 8900.2, Chapter 5.) The managing office and the geographically responsible office must find the testing locations acceptable.

NOTE: "Temporary" should be considered as a maximum of 30 calendar-days for any DME extension of authorization approvals.

13-412 DESIGNATION NUMBERING.

A. DAR-T Certificate Number. For a DAR-T, the designee's certificate number will consist of the following:

- 1) The type of designation (DAR).
- 2) A suffix of "T" added after the designation type to identify the designee as a maintenance (airworthiness or avionics) designee.
- 3) The DIN-generated ID number (six digits).
- 4) The geographical region code (e.g., AL–Alaska, CE–Central, EA–Eastern, GL–Great Lakes, NM–Northwest Mountain, SO–Southern, SW–Southwest, WP–Western Pacific).

NOTE: For example, the number for a maintenance DAR-T appointed in the Northwest Mountain Region would be DART-123456-NM.

B. DPE and DME/DPRE Certificate Number. For DPEs, and DMEs/DPREs, use the airman's core certificate number as the designation number.

13-413 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of Title 14 of the Code of Federal Regulations (14 CFR) part 61, 63, or 65, and part 183 regulations and FAA policies, and qualification as an ASI (Operations or Airworthiness), as applicable.

B. Coordination. This task may require coordination between the managing FAA office, the regional office, and/or the applicable NPO.

13-414 PROCEDURES FOR INITIAL DESIGNATION.

A. Need and Ability to Manage. The FAA must show a need to delegate specific activities and, subsequently, the ability to manage a designee performing those activities before it can appoint a designee. The managing FAA office, within its sole discretion, determines the need for and ability to manage a designee. The FAA office must validate the need and ability to manage an additional designee through comments entered in section IV of the PTRS record by answering a series of questions during the PTRS record used to record the appointment/selection process in the designee file.

1) Considerations for Determining Specific Need.

a) Whether the field office can support the certification work and need with its existing designees.

b) Whether the activity in the field office has increased, or is likely to increase, and whether existing designees cannot support it.

c) Whether the field office has lost an employee or designee resource.

d) Whether it is the need of the public, and not the impact on other existing designees or the requests of air operators or agencies, that drives the need for a new designee.

2) Considerations for Determining Ability to Manage.

a) Whether the local office staff has the technical skills and knowledge to oversee the designee.

b) Whether the existing and/or projected office workload allows the office to effectively manage the designee.

c) Whether adequate funds (e.g., travel allocation) exist to oversee the additional or existing designee.

NOTE: More detailed guidance to assist in determining need and ability to manage is available on the Designee Quality Assurance Branch (AFS-650) SharePoint site at https://avssharepoint.faa.gov/afs/600/600/650/focal_points/default.aspx.

B. Request for Designee Evaluated by the NEB. The field office that has determined the need for a designee will submit a request, including designee type and relevant details (e.g., specific ratings, function codes, or other capabilities needed), via email to the NEB at 9-AMC-AFS650-NEB@faa.gov. The NEB will send the field office copies of applicant files for the three most qualified applicants appropriate to the designation needed and the geographic area that the designee is willing to serve. If fewer than three appropriate applicants are on file in the national pool, the NEB will send the field office files for all of the available applicants appropriate to the designation needed and geographic area that the designee is willing to serve.

1) The field office may accept or decline any applicants referred by the NEB. A field office that declines all of the applicants referred by the NEB may not request further referrals for a period of 6 months.

2) If fewer than three appropriate applicants are available, the field office may maintain an open request for the files of all additional applicants that become available through the national designee applicant pool until the NEB is able to refer three applicants.

3) If a field office requests designee applicants and there are no applicants in the national pool available to provide service in that field office's geographical area, the NEB will immediately advise the field office that no applicants are available. If the field office deems the need for a designee to be time-critical and finds that geographical resolution is not appropriate or available, the following process applies:

a) The field office may encourage a suitable applicant to apply.

b) The field office manager will forward that person's application to the NEB with a request for priority processing.

c) Upon receipt of a designee application with a field office's request for priority processing, the NEB will convene within 10 days and approve or disapprove the application.

d) The NEB will advise the field office and the applicant by the most expeditious means of the approval/disapproval of the application and continue to give priority handling to the field office's request until an applicant fills the critical shortage.

4) If a field office that has declined all applicants referred by the NEB requests new referrals after a lapse of 6 months, the NEB will again refer the three most highly qualified applicants currently in the national pool appropriate to the designation needed and the geographic area that the designee is willing to serve. Whether the applicants are the same or different from those previously referred will have no bearing on current or subsequent referrals.

5) The field office will notify the NEB of the selection or non-selection of all applicants.

C. Selection. The field office reviews the application package.

1) For each prospective DPE, TPE, or DAR-T applicant, the ASI queries the Enforcement Information System (EIS), Accident Incident Data System (AIDS), or Safety Performance Analysis System (SPAS).

2) The NEB and/or the field office will disqualify applicants for any of the following reasons:

a) Termination for cause.

b) Having within the past 7 years:

- Been convicted of a violation of any Federal, State, or local law pertaining to drugs or alcohol.
- Been convicted of any felony offenses. A felony offense is considered a conviction where the punishment could have been greater than 1 year regardless of the sentence.
- Been imprisoned, on probation, or on parole because of a felony conviction (including civilian or military felonies and firearms or explosive violations).
- Been other than "honorably" discharged from the military.
- Had an airman certificate (other than medical), rating, or authorization (or foreign equivalent) suspended or revoked, or having paid a civil penalty as a result of a violation of any FAA or other CAA regulations (foreign or domestic).

c) Being currently under investigation, indictment, or subject to a pending action for the items described in subparagraph 13-414C2)b).

D. Initial Test.

1) For each DPE applicant selected for designation by a field office (other than applicants for pilot examiner, with administrative privileges only), prior to issuing the designation, the ASI will observe the first test conducted by the DPE applicant. This observation will be the testing of an actual pilot applicant practical test for a certificate or rating. The ASI will evaluate the DPE applicant's performance while the DPE applicant evaluates the pilot applicant. This evaluation assists the FAA in determining if the applicant is competent at applying current practical test requirements, procedures, and performance standards.

a) In the event that the DPE applicant and ASI differ on the outcome of the test as a pass or failure, they should discuss this matter privately, without participation from the pilot applicant, to seek resolution. In this instance, the judgment of the FAA will prevail.

b) The practical test for initial pilot examiner designations must contain both the appropriate ground questioning and aircraft or flight simulator performance in accordance with the practical test standards (PTS). A complete pretest, preflight, and postflight briefing must be completed for any practical test.

c) The managing specialist records the results of the practical test on Form 8710-1 and places the form in the designee's file.

d) In the case of the field office granting the DPE *more* than a single authorization (e.g., PE and CIRE) during the initial designation and after the observation of the initial test, the field office need not observe the DPE administering a practical test for each authorization prior to granting it. However, each additional authorization requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the authorization sought. This demonstration of competency may be completed by:

1. The observation of a complete practical test, as discussed in subparagraph 13-414D1)b), for the authorization;

2. The ASI acting in the role of an applicant during a simulated practical test or pilot proficiency check; or

3. The ASI administering a complete designee pilot proficiency check, including representative tasks and maneuvers contained in the PTS for each authorization that the field office is granting to the DPE.

2) For each DME/DPRE applicant selected for designation by a field office, prior to issuing the designation, the ASI will observe the first test conducted by the DME/DPRE applicant of an actual mechanic or parachute rigger applicant. The ASI will evaluate the DME/DPRE applicant's performance while the DME/DPRE applicant evaluates the mechanic or parachute rigger applicant. This evaluation assists the FAA in determining if the applicant is competent in applying current practical test requirements, procedures, and performance standards.

a) In the event that the DME/DPRE applicant and ASI differ on the outcome of the test as a pass or failure, they should discuss this matter privately, without participation from the pilot applicant, to seek resolution. In this instance, the judgment of the FAA will prevail.

b) At the end of the observed test, the ASI reviews the results of the oral and practical test results recorded by the DME/DPRE applicant on FAA Form 8610-2, Airman Certificate and/or Rating Application.

E. Scheduling. Since an applicant's hours may be incompatible with the FAA's normal duty hours, the ASI will make every effort to be flexible when scheduling tests with applicants.

1) Authority to Issue Documentation after the Practical Test.

a) In the case of a test with an actual applicant and a successful designee examiner applicant, the designee examiner applicant does not yet have the authority to issue a certificate to the applicant. However, the ASI may allow the examiner applicant to fill out the appropriate documentation for the applicant while the ASI observes. The ASI will then sign the appropriate documentation.

b) In the case of a practical test with an actual pilot applicant and an unsuccessful pilot examiner applicant, the ASI will complete and sign the appropriate documentation.

2) Training. Each designee must successfully complete the initial standardization training seminar requirement within 1 year before initial designation.

a) In addition to general certification procedures and information pertinent to all designations, designees may receive instruction in procedures specific to the type of designation sought. Following this training, the applicant/designee will take a comprehensive knowledge examination that may test the applicant/designee on any or all subjects in which the class received instruction. Some of the test questions may require knowledge beyond that encompassed by the authorizations indicated on an individual applicant/designee's current or proposed COA letter.

b) Successful completion of the standardization course is a prerequisite for designation. Under most circumstances, if a designee applicant arrives after a course has started, the course manager will not permit that person to attend the remainder of the course. If he/she is more than 1 hour late, the course manager will not permit that designee applicant to complete the training. After accepting a late arrival, the course manager will require the applicant to make up the missed instruction with instructor personnel outside of normal class hours. Once the designee applicant has accomplished this, he or she will take the final examination with the class. Designees or applicants will be marked as absent after 15 minutes has elapsed from the announced start time at the beginning of each day, or after the announced start time following a scheduled break. Designees or applicants marked as absent twice in the same course will not receive credit for the training, and will not be allowed to complete the final examination with the class.

c) Should a designee applicant fail to pass the post-test examination after completing the training curriculum, the Designee Standardization Branch (AFS-640) will notify the manager of the designee's assigned FAA office. After a review of the circumstances related to the failure, the FAA office may elect not to appoint the applicant, or to allow the applicant to retake the training course. If appropriate, the FAA office will allow the applicant only one additional attempt at successfully completing the training with a passing grade.

F. DAR Orientation. The managing office should review the following additional items with each DAR:

1) Product Certification. Caution the DAR that any irregularities or deficiencies related to the product certificated may result in the termination of the designation under the provisions of part 183, § 183.15(b)(4).

2) Authorized Functions. Remind the DAR to perform only authorized functions within the limits of his or her authority.

3) Communication. Remind the DAR to contact the managing office for authorization *before* accepting any applicant requests for certification or inspection activity or obtaining any special directions or instructions deemed necessary.

4) Activity Reports. Remind the DAR to provide a summary report of information relating to the accomplishment of delegated functions at least annually. The managing office could require a more frequent schedule of summary reporting based on DAR activity, complexity of projects, or level of geographic expansion activity. The reports should include enough detail to allow the managing office to determine that the designee is conducting activity in accordance with the authorized function codes and limitations, including geographic restrictions, if applicable.

5) Safeguarding of Forms. Emphasize that the DAR must properly safeguard all FAA forms, certificates, and other official documents. Under no circumstance will any certificate be in the possession of an applicant until the DAR has completed and signed the certificate. All airworthiness certificates or approvals and related documents will include the DAR's printed or typed name, signature, and designation number.

6) Conflicts of Interest. Remind the DAR that he or she is not allowed to perform any mechanical, maintenance, or inspection function or to act as an agent on behalf of an applicant (e.g., an owner, agent, repair station, or Production Approval Holder (PAH)) on products for which the applicant seeks an airworthiness certificate or approval. This would not preclude the DAR from performing maintenance, mechanical functions, or inspections or acting as an agent in a non-DAR capacity when *not* involved in the airworthiness certification/approval actions under the DAR's authority.

7) Use of Authority. Remind the DAR to ensure that products meet the FAA-approved type design data, are in a condition for safe operation, and comply with any other applicable regulations (e.g., Airworthiness Directives (AD), marking requirements, registration, and special importing requirements) before issuing airworthiness or export certificates. The DAR will seek guidance from their managing office when problems arise that he or she cannot resolve.

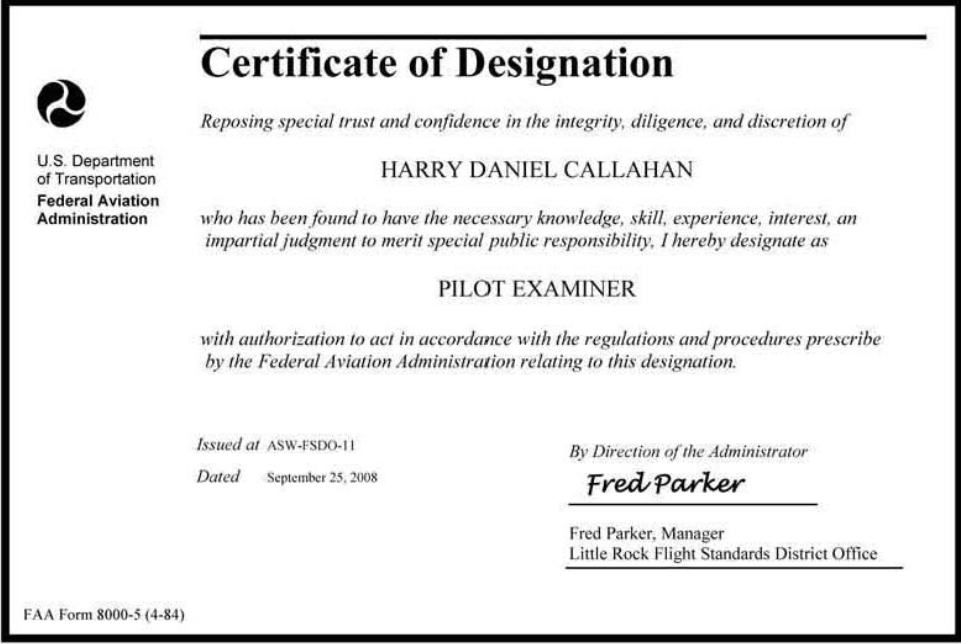
8) Document Submittal. Remind the DAR to submit applicable original or duplicate documents within 7 days of completion to the managing office for review. DAR-Ts must not submit aircraft certification documents or files directly to the Aircraft Registration Branch (AFS-750). They must submit aircraft certification files to the geographically cognizant FAA office for review before forwarding to AFS-750.

9) Airworthiness Applications. Emphasize that the DAR is to review applications for completeness and ensure that the various airworthiness certificates or approvals have certification statements signed by an applicant or authorized agent. When appropriate, the DAR must also obtain a completed FAA Form 8130-9, Statement of Conformity, from an applicant before performing any inspections, in accordance with FAA Order 8130.2, Airworthiness Certification of Aircraft and Related Products.


G. Inspector's Actions. When issuing an initial designation:

- 1) The ASI prepares the designee file (refer to Volume 13, Chapter 5, Section 2).
- 2) The ASI enters the designee's information into the eVID and/or DIN, as applicable, and assigns a control number.
- 3) The ASI prepares FAA Form 8000-5 (refer to Figure 13-23, Federal Aviation Administration Form 8000-5, Certificate of Designation) and the appropriate COA letter (refer to Figure 13-24, Sample Certificate of Authority Letter for a Technical Personnel Examiner; Figure 13-25, Sample Certificate of Authority Letter for a Designated Airworthiness Representative-Maintenance; and Figure 13-26, Sample Certificate of Authority Letter for a Designated Pilot Examiner) for the office manager's signature.
- 4) The ASI forwards the authorization documentation to the designee.
- 5) The ASI completes orientation for AFS GA airman designees in accordance with Order 8900.1 or 8900.2, as applicable.

13-415 COA LETTERS. The FAA will issue a COA letter to each AFS GA designee, specifying the authority and appropriate limitations for that appointment period. The COA letter will be consistent with both the needs of the appointing office and the designee's qualifications. Refer to Figures 13-24 through 13-26 for examples of COA letters.

Figure 13-23. Federal Aviation Administration Form 8000-5, Certificate of Designation

The image shows a sample of FAA Form 8000-5, Certificate of Designation. The form is enclosed in a black rectangular border. On the left side, there is a logo of the U.S. Department of Transportation Federal Aviation Administration. The main title "Certificate of Designation" is prominently displayed at the top center. Below the title, the text "Reposing special trust and confidence in the integrity, diligence, and discretion of" is followed by the name "HARRY DANIEL CALLAHAN". The text continues with "who has been found to have the necessary knowledge, skill, experience, interest, an impartial judgment to merit special public responsibility, I hereby designate as" followed by the title "PILOT EXAMINER". Below this, the text "with authorization to act in accordance with the regulations and procedures prescribe by the Federal Aviation Administration relating to this designation." is present. At the bottom left, the text "Issued at ASW-FSDO-11" and "Dated September 25, 2008" is shown. At the bottom right, the text "By Direction of the Administrator" is followed by the signature "Fred Parker" and the name "Fred Parker, Manager Little Rock Flight Standards District Office". The form number "FAA Form 8000-5 (4-84)" is printed at the bottom left corner.


U.S. Department
of Transportation
**Federal Aviation
Administration**

Certificate of Designation

Reposing special trust and confidence in the integrity, diligence, and discretion of

HARRY DANIEL CALLAHAN

who has been found to have the necessary knowledge, skill, experience, interest, an impartial judgment to merit special public responsibility, I hereby designate as

PILOT EXAMINER

with authorization to act in accordance with the regulations and procedures prescribe by the Federal Aviation Administration relating to this designation.

Issued at ASW-FSDO-11
Dated September 25, 2008

By Direction of the Administrator
Fred Parker
Fred Parker, Manager
Little Rock Flight Standards District Office

FAA Form 8000-5 (4-84)

Figure 13-24. Sample Certificate of Authority Letter for a Technical Personnel Examiner

Federal Aviation Administration (FAA) Letterhead

[Date]

[Applicant]

[Applicant's Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a Technical Personnel Examiner (TPE): [Designated Mechanic Examiner (DME)/Designated Parachute Rigger Examiner (DPRE)] per Title 14 Code of Federal Regulations (14 CFR), part 183, § 183.25, has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [core cert #]

FIXED BASE OF OPERATION: [appropriate designee or company address]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to the functions and limitations described below:

AUTHORIZED FUNCTIONS:

AIRFRAME, POWERPLANT [DME: can be one or both rating]

BACK, CHEST, SEAT, LAP [DPRE: must be two or more ratings]

LIMITATIONS: [Add appropriate limitations here].

Sincerely,

[Field Office manager's signature]

*****NOTHING FOLLOWS*****

Figure 13-25. Sample Certificate of Authority Letter for a Designated Airworthiness Representative-Maintenance

Federal Aviation Administration (FAA) Letterhead

[Date]

[Applicant]

[Applicant's Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a [type of designee] per Title 14 Code of Federal Regulations (14 CFR) [appropriate part and section (e.g., part 183, § 183.31)] has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [number, e.g., DART-123456-NM]

FIXED BASE OF OPERATION: [appropriate designee or company address]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to the functions and limitations described below:

AUTHORIZED FUNCTIONS: (The following are examples of functions and limitations delegated to a Designated Airworthiness Representative (DAR).)

1. Function Code 23—Issue recurrent special airworthiness certificates for U.S.-registered restricted category aircraft.

LIMITATIONS: [Add appropriate limitations here].

2. Function Code 25—Issue recurrent standard airworthiness certificates for U.S.-registered aircraft that conform to the approved design requirements and are in a condition for safe operation.

LIMITATIONS: [Add appropriate limitations here e.g., limited to 14 CFR part 25 airplanes, including legacy transport category certification rules].

3. Function Code 26—Issue recurrent/original special airworthiness certificates, in the experimental category, for the purposes of operating exhibition or air racing on U.S.-registered aircraft located in the United States.

LIMITATIONS: [Add appropriate limitations here].

Sincerely,

[Field Office manager's signature]

*****NOTHING FOLLOWS*****

Figure 13-26. Sample Certificate of Authority Letter for a Designated Pilot Examiner

Federal Aviation Administration (FAA) Letterhead

[Date]

[Applicant]

[Applicant's Address]

Dear [Applicant]:

We are pleased to inform you that your [appointment/renewal] as a [type of designee] per Title 14 of the Code of Federal Regulations (14 CFR) [appropriate part and section, e.g., part 183, § 183.23] has been approved. This letter serves as your Certificate of Authority (COA). This COA should be retained for your use and should be safely filed where it is available to you and the FAA.

DESIGNATION CERTIFICATE NUMBER: [core cert #]

AIRCRAFT TYPE: [e.g., CE-500, BE-2000, powered parachute, etc.]

DATE OF DESIGNATION: [date of initial appointment]

DESIGNATION EXPIRATION: [date]

This authorization is subject to certain functions and limitations as described below:

AUTHORIZED FUNCTIONS: [List authorized functions here].

LIMITATIONS: [Add appropriate limitations here].

Sincerely,

[Field Office manager's signature]

13-416 SPECIAL AUTHORIZATION. Designated Pilot Examiners who are authorized to conduct practical tests in helicopters, multiengine airplanes, vintage airplanes, turbine-powered aircraft, and aircraft requiring a type rating will receive a special authorization on their COA letter. The COA letter is valid until the expiration date shown on the letter.

A. Multiengine Airplanes and Turbine-Powered or Large Aircraft. For DPEs who are authorized to administer practical tests in a piston-powered multiengine airplanes or turbo-propeller multiengine airplanes that do not require the PIC to hold a pilot type rating, the phrase "Small Multiengine Airplanes" must be listed on the DPE's COA letter. Prior to being designated to administer a practical test in a small multiengine airplane, the DPE must have logged at least 5 hours of PIC flight time in that multiengine airplane make and model.

B. Aircraft That Require the PIC to Hold a Pilot Type Rating. For pilot examiners who are authorized to administer practical tests in aircraft that require the PIC to hold a pilot type rating, the COA letter must list that type of aircraft. Before receiving designation to administer a practical test in an aircraft that requires the PIC to hold the appropriate pilot type rating, the

examiner must have logged at least 5 hours of PIC flight time in that aircraft type. However, in the case of an examiner on the National Designated Pilot Examiner Registry (NDPER), that examiner when performing NDPER privileges need only hold authorization in the group of aircraft shown on his or her NDPER COA letter.

C. Helicopters. For pilot examiners who are authorized to administer practical tests in helicopters that do not require the PIC to hold a type rating, the COA letter must list each make and model of helicopter. Before receiving designation to administer a practical test in a specific make and model of helicopter, an examiner must have logged at least 5 hours as PIC flight time in that helicopter make and model. Initial authorization for large helicopters requires examiners to have successfully demonstrated competency in the specific helicopter type.

D. Flight Simulator. For pilot examiners who are authorized to administer practical tests in a flight simulator that is representative of an aircraft that requires the PIC to hold a pilot type rating, the examiner's COA letter should list the phrase "Flight Simulator-[Aircraft type]."

E. Infrequently Requested Aircraft (Turbine-Powered). The supervising FSDO may elect not to issue a COA letter to a pilot examiner for a turbine-powered aircraft that requires a pilot type rating if the FSDO receives infrequent requests for certification practical tests in that specific aircraft. The supervising FSDO may assign an ASI to conduct practical tests in that type of turbine-powered aircraft.

13-417 DPE ADDITIONAL AUTHORIZATIONS. A pilot examiner may receive an additional authorization by completing the same testing procedures used for original designation in subparagraph 13-414D. He or she is not required to submit an application to the NEB for additional authorizations/designations. The DPE applicant must hold the certificate and rating(s), without limitation, appropriate to the authorization sought. (Refer to Order 8900.2 for procedures.)

A. Requirements. Except for placing additional vintage airplanes on an existing NDPE authorization, each additional authorization requires a demonstration of competency as a pilot examiner appropriate to the aircraft or simulator and the authorization sought. The ASI uses the current designation number to issue a new COA letter showing all authorizations. When the ASI adds an authorization, he or she may renew the existing authorization(s).

B. Qualifying for Additional Authorizations. Although an initial designation requires testing for all maneuvers and procedures from the PTS, the applicant does not need to repeat the same maneuvers and procedures for additional authorizations. For example, a DPE applicant simultaneously tests for both PE and CIRE airplane authorizations. If the DPE applicant satisfactorily completes all of the maneuvers and procedures for the PE authorization, then only those maneuvers that differ for the CIRE authorization need testing. However, if 12 months or more have elapsed since a DPE applicant has qualified for the PE authorization, the DPE candidate must retest on all maneuvers and procedures for the CIRE authorization.

13-418 RENEWAL.

A. Application for Renewal. Designees should apply for renewal at least 45 calendar-days before their certificate expires. The designee must submit a completed renewal

package to the managing field office or NPO in accordance with Volume 13, Chapter 5, or Order 8900.2, Chapter 3, Oversight, Training, and Renewal, as applicable.

B. Recurrent Training Requirements. The designee's renewal application package should include a copy of a training certificate, issued by AFS-640, indicating that the designee has successfully completed the appropriate recurrent training course. Designees must maintain recurrent training currency at all times in order for the designation to be effective. Refer to Volume 13, Chapter 5, Section 2 and FAA Order 8900.2 for more information on recurrent training requirements.

C. Required Surveillance.

1) DPE. The designee must have had a practical testing evaluation, as outlined in Volume 13, Chapter 6, Section 1, Inspect a Designated Pilot Examiner, within the 12 calendar-months prior to renewal.

2) DME. The designee must have had an oral and practical testing evaluation, as outlined in Volume 13, Chapter 8, Section 1, Inspect a Technical Personnel Examiner, within the 12 calendar-months prior to renewal.

D. Inspector's Action. When reviewing the designee's renewal application package:

1) The ASI should review the renewal criteria set forth in paragraph 13-406 and determine whether the designee should be renewed or terminated.

2) If the ASI renews the designee, the ASI should prepare and issue a new COA letter listing the designations and authorizations renewed. The ASI does not need to issue a new Form 8000-5.

3) When renewing a designee with a violation history (refer to subparagraph 13-414C), the field office must include a statement in the designee's office file acknowledging acceptance of the enforcement history or, in the case of termination, the reason for denial of the designee's renewal application based on the EIS history.

4) If the ASI decides to terminate the designee, the ASI must follow the termination procedures in Volume 13, Chapter 5, Section 3.

13-419 REFERENCES, FORMS, AND JOB AIDS.

A. References (current editions):

- Title 14 CFR parts 1, 21, 39, 43, 61, 63, 65, 91, and 183.
- FAA Order 8900.2, General Aviation Airman Designee Handbook.
- FAA Order 8100.8, Designee Management Handbook.
- Title 49 of the United States Code (49 U.S.C.).
- PTRS/eVID Procedures Manuals.
- FS 1100.1, Flight Standards Service Organizational Handbook

B. Forms:

- FAA Form 8000-5, Certificate of Designation.
- FAA Form 8110-14, Application and Statement of Qualifications (DAR-ODAR-DMIR-DER) [for Amateur-Built and Light Sport DAR-T].
- FAA Form 8110-28, Application and Statement of Qualification (DME/DPRE/DAR-T/ODAR-T).
- FAA Form 8130-13, Designee Geographic Expansion Authorization.
- FAA Form 8710-1, Airman Certificate and/or Rating Application.
- FAA Form 8710-10, National Examiner Board Designated Pilot Examiner Candidate Application.
- FAA Form 8710-11, Airman Certificate and/or Rating Application–Sport Pilot.
- FAA Form 8710-12, Light-Sport Standardization Board – Designated Pilot Examiner Candidate Application.

13-420 TASK OUTCOMES.

A. Results. Completion of this task may result in issuance of one or more of the following:

- FAA Form 8000-5, Certificate of Designation;
- COA letter; and/or
- Designee supplies.

B. DIN/eVID. Enter information in the DIN and/or eVID, as applicable.

C. Close the PTRS Record. Complete a PTRS entry for the designation or renewal.

13-421 FUTURE ACTIVITIES.

A. Recordkeeping. The field office is responsible for the recordkeeping associated with the completed certifications submitted by the designee. Maintain these records in accordance with the current edition of FAA Order 1350.15, Records Organization, Transfer, and Destruction Standards.

B. Designee Oversight. Conduct designee oversight and surveillance in accordance with the applicable guidance for the specific designee type contained in Volume 13.

RESERVED. Paragraphs 13-422 through 13-430.